



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: January 17, 2020
TO: Mayor Chris Riley and City Council Members
FROM: Kelly Kuenstler, City Manager
SUBJECT: Pre-City Council Meeting Report

Human Resources

- Vacant Positions
 - Fire Department
 - One Firefighter Paramedic Position – One person in background
 - Library
 - PT Library Aide – Person in background

Court

Weekly Date for Community Service	Hrs. Scheduled	Hrs. Completed	Public Works	Fire Dept. (Hours)	Municipal Court (Hours)	Library (Hours)	Outside The City (Hours)
12/08/19-12/14/2019	191	93	16				77
12/15/2019-12/21/2019		48			48		
12/22/2019-01/04/2020							
01/05/20-01/11/2020		35					35

Court Dates	# Of Cases Scheduled	# Of Defendants Scheduled	# Of Cases Processed During Court
12/12/2019	243	171	132
12/19/2019	191	135	115
1/9/2020	429	259	200

MOST COMMON TYPE OF TRANSACTION	# OF TRANSACTION FROM DEC 11 TH 2019 - JAN 10 TH 2020
UTILITY PAYMENTS	1,132
UTILITY NEW SERVICE	16
PERMITS COM DEV	114
COURT	337
RLC FINES	282

RLC LATE FEES	65
IMPOUND LOT FEES	41
TOWING FEES PAYABLE	41
GARAGE SALE	5
MISCELLANEOUS	369
TOTAL	TOTAL 2,402

Public Works

- Projects:
 - The LC-17 crew will be shaping the creek bed and working on El Verde road. Due to the rains, their new completion date is in February of 2020.
 - Contractor is preparing to install the library and park bus shelter artwork.
 - City Crews have started the concrete project on El Verde Road in front of the fire station. They will prepare the roadway to pour the second section this week. Work is expected to take 6 – 8 weeks, depending on weather and concrete curing times.
 - Staff is waiting for the final energy masterplan from CPS Energy and ClearResult, which identifies methods for reducing energy usage at city facilities. Once received, we will be preparing policies and procedures to reduce energy usage at all city facilities.
 - Bexar County is moving forward with the installation of new flood gates along Poss and Evers. They expect to install them this spring.
 - The Forest Meadow drainage improvements project is substantially complete. Staff performed a walk through with the contractor last week and noted a few deficiencies, so they will be working to finish up.
 - Staff has chosen the streets for the FY 2020 Street Maintenance Project, based on their ranking. The City Engineer is preparing the plans and bid specifications. The new street ranking list is being prepared and reviewed by the City Engineer, so that we can begin plans for the next round of street maintenance.
 - The engineer is working on bid documents for the Grass Hill elevated tank rehabilitation project. Bids have been prepared for the new crosswalks along Huebner and Poss Roads. They will be advertised for the next 30 days.
 - The City will be receiving \$1,346,000 from Bexar County to complete a flood remediation project in the Seneca West area. Surveying and engineering have begun.
 - Staff has finalizing water and sewer main replacement plans and will consult with our rate consultant on how to pay for these much-needed improvements.
 - After review by Bexar County, we have discovered that Settler’s Ridge street is eligible for CDBG funds. We are preparing a grant request to replace water and sewer mains on this street.
 - Staff submitted all documentation required to for a grant from the Alamo Area Council of Governments (AACOG) to fund the purchase of solar powered compacting trash cans. A presentation was given to AACOG on January 6th.
 - Staff will be planting trees at the pocket parks, Raymond Rimkus Park, and the Peachtree vacant lot this spring.
 - Installed speed humps on Forest Pine.
 - Power washing the library.
 - Preparing a sign replacement plan.
 - Working with a contractor to determine repairs needed to submerged motor at Huebner well.
 - Training
 - Maintenance Crew Leader Rudy Martinez obtained his Certified Playground Inspector license – a first for Leon Valley! He is now working on becoming a Certified Pool Operator. He should obtain that certification by the start of the pool season. Way to go Rudy!!

- Maintenance Crew Foreman Michael Tristan will be studying to become a Licensed Irrigator.

Police Department

- Please see below information on police activity over the listed period.
- Arrest
 - 12-23-19 – 5600 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 12-26-19 – 6100 Bandera Rd. – Traffic Stop – One arrested for Driving While Intoxicated – Vehicle Impounded
 - 12-27-19 – 6400 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 12-29-19 – 5900 Bandera Rd. – Graffiti – One Arrested/Cited/Released
 - 12-29-19 – 6700 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 01-01-20 – 5600 Bandera Rd. – Theft < \$100 – One Arrested/Cited/Released
 - 01-02-20 – 5700 Bandera Rd. – Traffic Stop One Cited/Released – Vehicle Impounded
 - 01-02-20 – 7100 Bandera Rd. – Public Intoxication – One Arrested/Released at Detox Unit
 - 01-02-20 – 6400 Evers Rd. – Suspicious Person – One Arrested/Cited/Released for Possession of Drug Paraphernalia and Alcohol (minor)
 - 01-03-20 – 6300 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 01-04-20 – 5600 Wurzbach Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 01-04-20 – 5600 N.W. Loop 410 Access Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 01-04-20 – 6500 NW Loop 410 access rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 01-04-20 – 5900 Bandera Rd. – Traffic Stop – One Arrested on Active Warrant and Possession of a Controlled Substance – Vehicle Impounded
 - 01-04-20 – 5600 Bandera Rd. – Theft < \$100 – One Arrested/Cited/Released
 - 01-05-20 – 5900 Wurzbach Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 01-05-20 – 6000 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 01-07-20 – 6700 Poss Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 01-07-20 – 5900 Wurzbach Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 01-08-20 – 7600 Linkside – Disturbance – One Arrested for Active Assault Family Violence Warrant
 - 01-09-20 – 6700 Poss Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 01-09-20 – 5800 Wurzbach Rd. – Criminal Trespass – One Arrested on Active Warrant and Criminal Trespass
 - 01-09-20 – 5900 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 01-09-20 – 5700 Bandera Rd. – Suspicious Person – One Arrested/Cited/Released for Possession of Drug Paraphernalia and Alcohol (minor)
 - 01-10-20 – 5600 N.W. Loop 410 – Emergency Detention – One Arrested/Released at Hospital
 - 01-10-20 – 5600 Bandera Rd. – Emergency Detention – One Arrested/Released at Hospital
 - 01-12-20 – 5900 Bandera Rd. – Abandoned Vehicle – Vehicle Impounded
- Significant Calls
 - 12-23-19 – 5400 Wurzbach Rd. – Crash
 - 12-23-19 – 5600 Bandera Rd. – Crash
 - 12-23-19 – 7400 Huebner Rd. – Crash
 - 12-24-19 – 5900 Bandera Rd. – Crash
 - 12-24-19 – 5700 Wurzbach Rd. – Crash
 - 12-24-19 – 5600 Evers Rd. – Theft (Mail)
 - 12-24-19 – 5300 Wurzbach Rd. – Criminal Mischief \$100-750
 - 12-24-19 – 6400 Stable – Criminal Mischief \$750-2500
 - 12-24-19 – 5400 Bandera Rd. – Alarm

- 12-24-19 – 6800 Huebner Rd. – Alarm
- 12-25-19 – 6600 Bandera Rd. – Burglary of a Building
- 12-26-19 – 5900 Wurzbach Rd. – Burglary of a Vehicle
- 12-26-19 – 5600 N.W. Loop 410 – Burglary of a Building
- 12-27-19 – 6600 Bandera Rd. – Alarm
- 12-27-19 – 6800 Bandera Rd. – Crash
- 12-27-19 – 7600 Huebner Rd. – Crash
- 12-27-19 – 5900 Bandera Rd. – Crash
- 12-27-19 – 6600 Bandera Rd. – Crash
- 12-28-19 – 5600 Bandera Rd. – Crash
- 12-28-19 – 5700 N.W. Loop 410 – Crash
- 12-29-19 – 7300 Reindeer Trail – Violation of a City Ordinance (Junk vehicle)
- 12-29-19 – 5400 Bandera Rd. – Burglary of a Vehicle
- 12-29-19 – 5700 Wurzbach Rd. – Alarm
- 12-29-19 – 6400 Longhouse Ct. – Apparent Sudden Death
- 12-29-19 – 7000 Bandera Rd. – Crash
- 12-30-19 – 5500 Bandera Rd. – Theft - \$750-2500
- 12-30-19 – 7400 Huebner Rd. – Crash
- 12-30-19 – 6800 Bandera Rd. – Crash
- 12-30-19 – 5600 Bandera Rd. – Theft \$100-750
- 12-30-19 – 6100 Rue Sophie – Assault Family Violence
- 12-30-19 – 6200 Bandera Rd. – Crash
- 12-30-19 – 6800 Timberhill – Alarm
- 12-30-19 – 6200 Forest Bend – Found Open Garage Door
- 12-31-19 – 6600 Bandera Rd. – Alarm
- 12-31-19 – 7100 Bandera Rd. – Assault
- 12-31-19 – 6600 Bandera Rd. – Alarm
- 12-31-19 – 5700 Bandera Rd. – Crash
- 12-31-19 – 6700 Huebner Rd. – Theft of a Vehicle
- 12-31-19 – 5900 Wurzbach Rd. – Apparent Sudden Death
- 12-31-19 – 6800 Bandera Rd. – Theft \$750-2500
- 01-02-20 – 5700 Grissom Rd. – Crash
- 01-02-20 – 6600 Pecan Acres – Animal Bite
- 01-02-20 – 5900 Bandera Rd. – Crash
- 01-02-20 – 6300 Bandera Rd. – Crash
- 01-02-20 – 7300 Chanel Point – Burglary of a Vehicle
- 01-02-20 – 6600 Bandera Rd. – Alarm
- 01-02-20 – 5900 Wurzbach Rd. – Crash
- 01-03-20 – 7200 Tea Leaf – Assault
- 01-03-20 – 6600 Pavona – Found Open Garage Door
- 01-03-20 – 6900 Bandera Rd. – Graffiti
- 01-03-20 – 5400 Bandera Rd. – Alarm
- 01-03-20 – 6300 Bandera Rd. – Crash
- 01-03-20 – 5800 Bandera Rd. – Crash
- 01-03-20 – 7200 Bandera Rd. – Theft \$750-2500
- 01-03-20 – 5800 El Verde – Animal Call
- 01-04-20 – 5900 Bandera Rd. – Crash
- 01-04-20 – 5600 Bandera Rd. – Crash
- 01-04-20 – 6800 Bandera Rd. – Crash
- 01-04-20 – 5400 Bandera Rd. – Found Open Door
- 01-04-20 – 6300 Bandera Rd. – Alarm

- 01-04-20 – 6800 Huebner Rd. – Alarm
- 01-05-20 – 7300 Reindeer Trail – Found Open Door
- 01-05-20 – 6700 Joan Grona – Found Open Vehicle Door
- 01-05-20 – 6100 Wurzbach Rd. – Criminal Trespass
- 01-05-20 – 7000 Burglary of a Habitation
- 01-06-20 – 7000 Bandera – Criminal Trespass
- 01-06-20 – 6600 Charles Field – Information
- 01-06-20 – 6300 Evers Rd. – Assault/Family Violence
- 01-06-20 – 5900 El Verde – Theft \$2,500-30,000
- 01-06-20 – 6100 Evers Rd. – Crash
- 01-06-20 – 7100 Huebner Rd. – Crash
- 01-06-20 – 7700 Eckhert Rd. – Crash
- 01-07-20 – 7000 Forest Grove – Missing Person
- 01-07-20 – 6400 Pacer Trail – Information
- 01-07-20 – 6000 Rue Liliane – Suspicious Circumstances
- 01-08-20 – 5700 Wurzbach Rd. – Crash
- 01-08-20 – 7300 Reindeer Trail – Found Open Door
- 01-08-20 – 5600 Bandera Rd. – Crash
- 01-08-20 – Bandera Rd. at Grissom Rd. – Reckless Driver
- 01-08-20 – 5400 Bandera Rd. – Criminal Mischief \$750-2500
- 01-08-20 – 6400 Grissom Rd. – Crash
- 01-08-20 – 5600 Bandera Rd. – Burglary of a Vehicle
- 01-09-20 – 5400 Daughtry – Suspicious person
- 01-09-20 – 6300 Evers Rd. – Harassment
- 01-09-20 – 6500 Bandera Rd. – Crash
- 01-09-20 – 6600 Bandera Rd. – Theft \$100-750
- 01-09-20 – 6600 Bandera Rd. – Suspicious Vehicle
- 01-09-20 – 6700 Bandera Rd. – Suspicious Vehicle
- 01-09-20 – 7000 Forest Meadow – Found Open Garage Door
- 01-10-20 – 7300 Withers – Suspicious Vehicle
- 01-10-20 – 7000 Forest Pine – Found Open Car Trunk
- 01-10-20 – 6000 Hoofs Ln. – Found Open Garage Door
- 01-10-20 – 7200 Grass Valley – Found Open Garage Door
- 01-10-20 – 6700 Cherryleaf – Found Open Car Window
- 01-10-20 – 7500 Forelock – Suspicious Vehicle
- 01-10-20 – 6600 Fontana Pt. – Found Open Garage Door
- 01-10-20 – 6900 Sunlight – Found Open Car Window
- 01-10-20 – 6600 Evers Rd. – Alarm
- 01-10-20 – 5600 Bandera Rd. – Suspicious Vehicle
- 01-10-20 – 7300 Huebner Rd. – Crash
- 01-10-20 – 6300 Rue Marielyne – Theft \$750-2500
- 01-10-20 – 5900 Bandera Rd. – Crash
- 01-10-20 – 6800 Poss Rd. – Crash
- 01-10-20 – 5900 Bandera Rd. – Crash
- 01-11-20 – 7700 Eckhert Rd. – Violation of a City Ordinance (Junk/Inoperable vehicle)
- 01-11-20 – 6000 Grissom Rd. – Assault / Family Violence
- 01-11-20 – 7200 Sulky Ln. – Criminal Trespass
- 01-11-20 – 6600 Bandera Rd. – Crash
- 01-12-20 – 5800 Wurzbach Rd. – Burglary of a Building
- 01-12-20 – 6400 El Verde – Burglary of a Building

- Citations - 140

- Warnings – 50
- CID Activity/Active Investigations
 - Cases filed by CID (2):
 - One (1) Graffiti
 - One (1) Injury to a Child
 - Active CID Investigations:
 - Driving While Intoxicated at large case
 - Assault, Family Violence
 - Two Failed to Stop and Exchange Information
 - Lost property (wallet) located owner and returned
 - Theft 750-2500
 - Burglary of Building
 - Theft \$2500-\$30k
 - Credit Card Abuse
 - Theft
 - Six (6) Walk in Complaints were Handled
 - Three (3) Grand Jury Subpoenas Served
 - Review of Google Documents
- Code Enforcement/Animal Control
 - (02) Junked/abandoned/illegal vehicles
 - (08) Trash complaints
 - (38) Bandit signs
 - (13) Grass/weed violations
 - (02) Building violation
 - (10) Graffiti complaints
 - (08) Noise violations
 - (09) Pet noise violation
 - (12) Violation of city ordinance
 - Code Enforcement is continuing to monitor multiple “hoarder” houses in the city to ensure that cleanup is progressing and one has been completely completed and sold.
- Animal Control
 - (04) Dead Deer
 - (11) Missing pet calls
 - (17) At large dog calls
 - (03) At large dogs captured
 - (03) Returned to Owner
 - (01) Wild Animal
 - (02) Rabies vaccination cases
- Impound Lot
 - Vehicles Towed: 20
 - Traffic: 17
 - Arrest: 02
 - VOC 01
- Volunteer Activity
 - Chief Salvaggio, Lt. Anderson, and Detective Brooks continue to work closely with Texas Special Olympics on planning for numerous upcoming fundraising events.
 - 12/25/19 – On Christmas Day, Blue Santa visited the Clarity Child Guidance Center to delivery Christmas gifts to the children.

Fire Department

- **Emergicon Cost Recovery Program (cost recovery)** - (EMS) Our Emergency Medical Billing Cost Recovery for the month of December was **\$28, 157.67**.
- **Fire Cost Recovery Program (cost recovery)**- Our Accident Cost Recovery collection to date is **\$50,514.36** with a **98%** recovery rate.
- **The Leon Valley Honor Guard community service** - The Honor Guard is a volunteer organization made up of members of the Leon Valley Fire Department. These dedicated individuals volunteer their time and resources in support of the Guard's mission and they reflect the professional commitment the Leon Valley Firefighters hold towards the Leon Valley Fire Department, the City of Leon Valley, the State of Texas, and the Fire Service. The Leon Valley Honor Guard is supported by the Leon Valley Firefighters Association, the Leon Valley Fire Department, its Fire Chief, and the City of Leon Valley. The Leon Valley Honor Guard may be called upon to post colors, be present at special ceremonies, parades, dedications, memorials, and funerals. It is their commitment to continue a tradition of providing these services, as a professional courtesy, to those individuals and organizations that have supported the Leon Valley Fire Department and the Fire Service. If you would like the Leon Valley Fire Department Honor Guard to assist you in a particular event, please contact Assistant Fire Chief Burnside at (210) 684-3219 Availability depends on current commitments and manpower situation. If we are unable to assist you, we can at least help you locate someone who can. Thank you, Stay Safe & Healthy!
- **Congratulations Captain Garcia (service progression and continuous education training)** – Jimmy Garcia passed plans examiner test and will be receiving his state for certification from The Texas Commission on Fire Protection.
- **Congratulations Lieutenant Ortiz (service progression and continuous education training)** – Jim Ortiz has completed the assigned topic "Alternative Fuel Vehicle Response", "Hazardous Materials Assessment", Hazmat Case Studies" and Neonatal Emergencies – Advanced” courses.
- **Congratulations Connor Hughett (service progression and continuous education training)** – Connor Hughett has completed the assigned topic "Pediatric Assessment", topic "Pediatric Environmental Emergencies" and topic "Neonatal Emergencies - Advanced" courses.
- **Congratulations Angel Hernandez (service progression and continuous education training)** - Angel Hernandez has completed the assigned topic "Hidden Dangers of OTC Medications", Neonatal Emergencies - Advanced" and "Patient Assessment: Not Just Vital Signs" courses.
- **Census 2020, April 1st 2020! (community service and community education)** – Please access the Leon Valley website at <http://www.leonvalleytexas.gov/>. Click on the “Census 2020” button to gain knowledge regarding the Census 2020. Nearly every household will receive an invitation to participate in the 2020 Census from either a postal worker or a census worker. Please contribute to the Leon Valley community by completing this quick questionnaire by “April 1st, 2020” as well as spread the word regarding the importance. **April 1st 2020!** You will have three convenient ways to respond to the Census questionnaire “Online”, “By phone” and “By mail”. For additional information please visit, <https://2020census.gov/>. **“In Leon Valley You Count!”**
- **Census 2020 Education Awareness -Community Poster Contest!** The City of Leon Valley, in cooperation with Census 2020 and local businesses, are sponsoring a community poster contest. Students from Kindergarten through High School are eligible to participate. There will be three categories in the contest: Elementary Grades K-5, Middle School Grades 6-8 and High School Grades 9-12. Only one entry per student will be accepted. The poster deadline is Friday, January 17th, 2020 at 3:00 p.m. Submit your poster to your art teacher or at the Leon Valley Fire Department at 6300 El Verde Road, Leon Valley, TX 78238, Attn: Ms. Martin. Awards will be given out on Saturday, January 25th at 9am at the Annual Town Hall Meeting (Leon Valley Conference Center, 6421 Evers Road). Please ensure to read the Poster Contest detail requirements that will be posted on social media as well as information available at the Library, Fire Department and City Hall.

Community Development Department

- Zoning Code/Comprehensive Plan Revisions

- Staff and the Zoning Commission developed a Request for Proposals for qualified firms to provide assistance to the City in developing necessary updates to the Plan. Among the Comprehensive Planning elements that will be addressed in the RFP are, Fiscal Impact Analysis, Future Land Use Planning, and Transportation Planning. At their October 22, 2019 meeting, the Zoning Commission recommended that the Council authorize Staff to issue the RFP. The City Council authorized Staff to issue the RFP at their November 19, 2019 meeting. Due to the Holidays, Staff released the RFP for solicitation on January 10, 2020. The deadline for submittals is February 14, 2020. The full RFP can be found at: <http://www.leonvalleytexas.gov/government/finance/docs/RFP%20-%20Comp%20Plan%20Services%20FINAL.pdf>.
- Zoning Commission
 - The Zoning Commission held a Special Meeting on Tuesday, January 14, 2020. The following items were considered:
 - SUP-2019-12 (Specific Use Permit) – A Continuous SUP for Commercial Uses at 5415 Bandera Road. **Approved**
 - SUP-2019-15 (Specific Use Permit) – An SUP for Outside Storage at 5415 Bandera Road. **Approved**
 - SUP-2019-14 (Specific Use Permit) – An SUP for Manufacturing at 5405 Bandera Road. **Tabled**
 - The next Zoning Commission meeting is scheduled for Tuesday, January 28, 2020. The following items are tentatively scheduled for consideration:
 - SUP-2019-14 (Specific Use Permit) – An SUP for Manufacturing at 5405 Bandera Road.
- Board Of Adjustment
 - No new business.
- Plats
 - Staff has not received any new plats.
- City Council
 - The Planning and Zoning Department has the following development related Items scheduled for consideration at the January 21, 2020 City Council meeting:
 - SUP-2019-12 (Specific Use Permit) – A Continuous SUP for Commercial Uses at 5415 Bandera Road. (1st Reading)
 - SUP-2019-15 (Specific Use Permit) – An SUP for Outside Storage at 5415 Bandera Road. (1st Reading)
 - CA-2019-14 (Code Amendment) – An Amendment to Chapter 15, Zoning Ordinance; Renaming the Zoning Commission and Establishing a Planning and Zoning Commission.
 - CA-2019-21 (Code Amendment) – An Amendment to Section 15.02.113, of the Zoning Code, Regarding Noticing and Scheduling Requirements for Public Hearings.
 - CA-2019-22 (Code Amendment) – An Amendment to Chapter 10 Subdivision Ordinance; Renaming the Zoning Commission and Establishing a Planning and Zoning Commission.
- Permitting And Records
 - 38 Walk-Ins
 - 103 Building Permits Issued/Processed (including trade permits)
 - Received 3 Certificate of Occupancy Applications
 - Issued 4 Certificates of Occupancy

Economic Development

- Attended Northwest San Antonio Chamber of Commerce networking Breakfast 01/07/2020, 01/14/2020
- Potential Tax Increment Finance Zone discussion with City Manager and P&Z Director 01/07/2020
- Economic Propriety in Leon Valley presentation to City Council 01/07/20
- Public Relations: Project Funding check presentation to Knapheide Truck Accessories 01/08/2020

- Submitted IEDC application for CEcD exam
- Facilitated Economic and Community Development Advisory Committee meeting, First quarter update 1/13/2020
- Attended NW San Antonio Chamber of Commerce Luncheon – 01/15/2020
- Facilitated ON IT team meeting – 01/15/2020
- Enforcement:
 - 6555 Bandera – Graffiti, outside storage, and exterior paint color – Site Visit and email sent to business owner and contractors
 - 7050 Bandera – Notice of violation – expired food license – Site visit – Corrected
- Zoning Inspections:
 - 5405 Bandera #113 Seasco Corp
 - SA Fun Zone – Re-inspection
 - 6221 Bandera – Discount Tire Company of Texas
 - 6162 Wurzbach – Fighting Warrior Karate Dojo – Re-inspection
 - 6504 Bandera #8 – Revive
 - 5504 Bandera #506 – Nocturnal Audio Visual
- Stop Work Orders:
 - None issued
- Certificates of Occupancy:
 - 5405 Bandera Rd Ste 113 - Sesaco Corporation
 - 7228 Bandera Rd Ste 124 - We Care Shopping Center
 - 5720 Evers Rd – Sam’s Nail Supply
 - **Secured 53 additional Certificates of Occupancy that were missing where businesses addresses had no Certificates of Occupancy (this is HUGE).**

City Secretary

- Since the last report, the City Secretary’s Office has received 42 open record requests. The requests were for: permit information, Staff/City Council emails, Staff/City Council Phone Records, Staff/City Council Social Media Posts, bid documents, dash cam videos, body worn cam videos, police reports, accident reports, witness statements, election records, and EMS reports.
- Prepared documents responsive to open record requests or submitted appropriate correspondence to the Texas Attorney General.
- Prepared, posted and drafted City Council agendas.
- Posted Boards, Committees and Commission Agendas.
- Prepared and submitted for public notification, recently qualifying adopted City ordinances.
- On-Going Current Projects:
 - Submitted 23 ordinances to Franklin Publishing for Codification of Supplement No. 3 to the City of Leon Valley’s Code of Ordinances – *Still awaiting the arrival of the supplement.*
 - Preparing for the 2020 Volunteer Appreciation Dinner.
- Building Maintenance:
 - Submitted a request for the privacy fence behind City Hall to be repaired.
 - Worked with Public Works on minor repairs around City Hall.

Special Events/Community & Conference Center

- Ongoing Projects:
 - Begin to train and assist the City Secretary with Minutes.
 - Meeting with Engineer to discuss remodel details for the Community Center.
 - Visited other venues to compare cost and remodel ideas.
 - Coordinating a “Healthy Community Challenge Event” with Elevate Our Veterans, LV Police, and LV Fire for February 22nd, 2020 for the It’s Time Texas Community Challenge.

- Began 4th of July Festival options to present to City Council; Date to be Determined.
- Created 4th of July Emails/Letters to send to future local sponsors.
- Began 4th of July Festival coordination
- Begin to coordinate Soap Box Derby Event for October 31st, 2020
- Soap Box Derby Volunteer Team Meeting January 29, 2020 at 6:30 p.m.
- Coordinating with AAPR and Northwest Seniors for the “Free Tax Service Event”, beginning February through April, Tuesdays and Thursday’s only.
- Coordinating with Public Works for the next Movies in the Pool event beginning May 23rd, 2020.
- Ordered 2020 Fiesta Medals

Library

- US Census Media Logo approved by City Council, Census English/Spanish info on website
- Census Logo received
- Submitted Census PowerPoint for Town Hall.
- Reviewed Candidates for Part-time position—in processing
- Submitted Toyota Foundation Grant (Friend’s Group)
- Redesigning library website for modern appeal
- Library Board Meeting—Thursday, January 9, 2020
- Census Complete Count Committee Meeting RESCHEDULED for Wednesday, January 22, 2020.

Library Closure:

- Library Closed for Martin Luther King, Jr. Day—Monday, January 20, 2020.

Upcoming Events:

- Special City Council Meeting Workshop on Home Rule Charter Amendments at 4:00 p.m. Regular City Council Meeting Tuesday, January 21, 2020, at 6:00 p.m. in Council Chambers.
- Next Regular City Council Meeting Tuesday, February 4, 2020, at 6:00 p.m. in Council Chambers.
- Library and City Hall Closed for Martin Luther King, Jr. Day—Monday, January 20, 2020.
- 26th Annual Basura Bash Waterways Cleanup on February 15, 2020 (8:00 a.m. - 12:00 p.m.). The Cleanup will be Zarzamora Creek (Loop 410 to Bandera Rd.) meet up will be at 6501 Bandera Rd. (HEB parking lot near Zarzamora Creek)
- AARP Foundation is offering free tax preparation to anyone of any age. These services will be held at the Leon Valley Community Center beginning February 5 through April 9, 2020 (except for March 5th) on Tuesdays and Thursdays ONLY!
- Northwest Senior Citizens – Trash & Treasure Sale, Saturday, March 14, 2020, from 9:00 a.m. to 2:00 p.m.
- Volunteer Appreciation Dinner, Thursday, April 2, 2020, at 6:00 p.m., at the Leon Valley Conference Center
- Annual Town Hall Meeting, Saturday, January 25, 2020, from 8:30 a.m. to 12:30 p.m. at the Leon Valley Conference Center.
- Earthwise Living Day March 7, 2020, from 9:30 AM – 1:30 PM at the Leon Valley Community Center.
- Library Events
 - Sock Snowmen—Friday, January 17, 2020 at 4:30PM
 - Crafternoon-Saturday, January 18, 2020 at 11:00AM
 - Yoga--Every Sunday starting Jan 19-March 8, 2020 at 3:00-4:30PM
 - Hour of Code—Tuesday, January 21, 2020 at 4:30PM
 - Community Coffee—Friday, January 24, 2020 at 10:00AM
 - Block Play—Friday, January 24, 2020 at 10:30AM
 - Builder’s Group—Sunday, January 26, 2020 at 2:30PM
 - Perler/Fuse Beads—Tuesday, January 28, 2020 at 4:30PM

- Adventure Club—Every Wednesday at 10:30AM
- Storytime—Every Thursday at 10:30AM
- Movies at the Pool
 - May 23, 2020, located at the Community Pool at 6600 Strawflower featuring, “Finding Dory”.
 - June 12, 2020, located at the Forest Oaks Pool at 6221 Forest Grove featuring, “Avengers, End Game”.
 - July 17, 2020, located at the Community Pool at 6600 Strawflower featuring, “Toy Story 4”.
 - August 4, 2020, located at the Forest Oaks Pool at 6221 Forest Grove featuring, “Aladdin”.
- Committee Meetings:
 - January 27, 2020 – The Tree Advisory Board will meet at 6:00 p.m. at Public Works.
 - January 28, 2020 - Zoning Commission meeting at 6:30 p.m. at City Hall.
 - February 12, 2020- Citizens Police Advisory Committee at 6:00 p.m. at City Hall.
 - February 13, 2020 -Library Board of Trustees meeting at 5:30 p.m. at the Library.
 - February 29, 2020 - Ethics Review Board Meeting 5:00 p.m. at City Hall.
 - Census Complete Count Committee Meeting **RESCHEDULED** for Wednesday, January 22, 2020.